

**CLARK COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
and HOME PROGRAMS**

MEMORANDUM

TO:	Deed Recording Fee Stakeholders
FROM:	Peggy Sheehan, Program Coordinator
DATE:	August 28, 2003
SUBJECT:	Draft Deed Recording Fee Operations and Maintenance Guidelines

Attached are the proposed guidelines for the use of the operating and maintenance portion of the deed recording fee. Community Services staff developed these guidelines using information from the legislation, the State Housing Trust Fund and consultations with the County Attorney.

We would like to hold a meeting with the stakeholders to discuss this information as well as develop some procedures for the use of the funding. Agencies that are eligible for this funding (provide housing and/or shelter to people who are 50% of median income or less) are especially encouraged to attend. We have tentatively scheduled a meeting for September 12 at 1:00 until 3:00 at the Public Service Center located at 1300 Franklin in the 6th floor training room.

We have also created a website that is designed to give you additional information, the address is <http://www.clark.wa.gov/commserv/HB2060/>; there is also a link to the State Housing Trust Fund on this site.

Feel free to contact or email me if you have any questions. My contact information is Email: peggy.sheehan@clark.wa.gov or telephone: 360-397-2075 ext 7813.